



TOWN OF UPTON, MASSACHUSETTS

RECREATION COMMISSION

Meeting Minutes: January 07, 2021

Location: GoTo Meeting call

Members Present: Rich Gazoorian, Debra Amorelli, Rick Porter, Andrew St George

Guests: None

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order concerning imposition on strict limitations on the number of people that may gather in one place, meetings in the Town of Upton will be conducted via remote participation to the greatest extent possible. We will strive to provide access to such meetings via a link to call in, or other similar option. In the event we are unable to accommodate the same, despite best efforts, we will post recorded sessions of the meeting as soon as possible following the same.

1. Meeting called to order at 7:05 P.M.
2. Review of the 12/10/20 monthly recreation meeting minutes.
 - **Motion #1:** Motion made to approve the December 10, 2020 monthly meeting minutes. Motion seconded, and unanimously approved by roll call vote.
3. Financial Review:
 - The financial information for FY December 2021 activity
 - Recreation revolving account
 - Income of \$150 for the month
 - Expenses of \$8,389.61 for the month

RECREATION COMMISSION

Rich Gazoorian, Chairman

Debra Amorelli

Richard Porter

RECREATION DIRECTOR

Andrew St. George

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- FY to date expenses is \$137,966.06, which is 53.1% of the FY 2021 spend limit compared to 55.4%
- Parks Revolving
 - Expense of \$183.26 for monthly utility charges at the beach
- Kiwanis Site Improvements
 - No changes in the month of December
- Beach Programs
 - No changes in the month of December
- Beach Salary
 - No changes in the month of December
- **Motion #2:** Motion made to approve the FY December 2021 as reported in the meeting. Motion seconded, and unanimously approved by roll call vote.

Recreation Revolving Fund:	
Beginning Balance 12/01/2020	\$31,704.45
Revenue	\$150.00
Expenses	\$8,389.61
Ending Balance	\$23,464.84

DPW Parks Revolving Fund:	
Beginning Balance 12/01/2020	\$24,393.16
Revenue	\$0.00
Expenses	\$183.29
Ending Balance	\$24,209.87

Kiwanis Site Improvement Account:	
Beginning Balance 12/01/2020	\$14,646.78
Revenue	\$0.00
Expenses	\$0.00
Ending Balance	\$14,646.78

Beach Programs:	
Beginning Balance 12/01/2020	\$3,100.00
Revenue	\$0.00
Expenses	\$0.00
Ending Balance	\$3,100.00

Beach Salary:	
Beginning Balance 12/01/2020	\$4,421.74
Revenue	\$0.00
Expenses	\$0.00
Ending Balance	\$4,421.74

4. FY'22 Budget Review

- Final numbers align to last year's numbers
- Numbers are the same as shown in December

- Only change is moving the utilities to the Parks Revolving
- Meeting with Finance should be coming up
 - Don't have an official date at the time of this meeting

5. Directors Report

- Kiwanis Beach sign is at the end of the road
 - Look to have other generic items to hang from the sign
 - Concert night
 - Swim Lessons
 - Kids@Play
 - Thoughts about solar spotlights?
 - Let's check with the town to see if we can solarize the sign
- Beach sign's
 - Have photos of all signs so we can make sure we cover everything
 - What look do we want to have?
 - Upton Rec branded or town branded
 - Draw up designs for review
- Meeting with chairman of town of Harvard on MyReq system
 - Harvard has a good boating program that we might be able to leverage
 - How do they handle insurance and damage to a rental, etc.
 - Anything we can leverage
- Regional Directors meeting next week
- Holiday Decorating contest
 - 24 registrants
 - 126 voters
 - Lots of great comments from the public on ideas for next year
 - Neighborhood category?
 - Official judging group?
- Facebook – up to 581 likes
 - ~50 new between the Holiday decorating contest and the E-Sports program
- February Newsletter
 - First one is coming up
 - What is this newsletter
 - Registration for Kids@Play
 - Summer hiring for Kids@Play & beach staff
 - Improvement areas
 - Master Plan
 - After school program ideas
 - Holiday decorating contest summary
 - E-Sports notification

6. Summer Concert Series Planning

- Look to have 7 concerts this year
 - Start June 23rd, have 2 from FY21 // 5 from FY22
- Target bands:
 - Fast Times
 - Free Downloads
 - Gainesville Road
 - Jeff Mason Band
 - Narragansett Soul
 - South Street Band
 - Vintage Party

7. Rec Comm Initiatives / New Programs & Events

- E-Sports
 - Registration is now closed
 - We have 14 registrants
 - 4 new accounts created in our MyReq system based on this event
 - Grafton only had 4 and Southboro at 17
 - Just stating that our numbers are good
 - 10 of 14 registrations were for Fortnite
 -
 - Still getting inquiries about signing up, even though registration is closed
- Memorial Day event?
 - Not much done in this area
- Trail hikes with hidden gem finds
 - Easy to find items
 - We would have the well-known trails but maybe some of the 1-off paths that are not as well known
 - Grafton has a program like this – Andrew to send out the details

8. Review Annual Report

- Reviewed the report and made several recommendations for the opening paragraph
 - Strong start
 - Covid Impact
 - Safely launching Kids@Play
- A few paragraphs down, the use of the grant on the walkway could use some edits
 - Want to make sure that people know that we applied for a grant to have the walkway ADA compliant

9. Master Plan

- Have a meeting with Paul, town master planner next week

- Want to make sure that we are still getting visibility into the master plan within town initiatives
 - Checklist of the masterplan of potential items
- Money options:
 - What grants have we gone after
 - Steel building idea
 - Items that we have investigated to save the town money
- We should invite Derek to one of our meeting
 - Can we have a building design if out of state?

10. Action Items Status update

- 1 Closed
- 7 Continue
- 2 New

11. Other topics not reasonably anticipated by the Chairperson 48 hours in advance

- February Newsletter
 - What is this newsletter
 - Registration for Kids@Play
 - Summer hiring for Kids@Play & beach staff
 - Improvement areas
 - Master Plan
 - After school program ideas
 - Holiday decorating contest summary
 - E-Sports notification

12. Next monthly meeting is February 11th at 7:00.

13. Meeting adjourned at 8:27 P.M.

List of Approved Expenditures not purchased:

Approval Date	Item	Account	Amount
10/15/20	Kiwanis Beach Sign	Parks Revolving	Not to exceed \$500
10/15/20	Kayak Rack		Not to exceed \$500
10/15/20	Lifeguard Chairs		Not to exceed \$3,500

Open Action Items listing:

Date Assigned	Owner	Title	Status Update	Due Date
5/16/19	Andrew / Rich	Ramsey Building Assessment (DPW)	<p>What would it cost to repair it?</p> <p>Will most likely need to spend \$15K for the study alone.</p> <p>Can we get range of cost?</p> <p>6/18: Andrew reaching out to Chris Cilley for Assessment before structural engineering</p> <p>7/22: Chris was away on vacation and this request is Still in the cue. Rich to talk with Chris on priority \$300K in the capital budget for the building – what are the details.</p> <p>8/19: Still working on Cilley Construction</p> <p>9/11: No Update</p> <p>10/9: Rich had meeting with Cilley Construction to get an assessment. Still in process</p> <p>11/13: Still in process of getting bids</p> <p>12/11: Not covered during the meeting, will update in the January meeting</p> <p>1/8: No update</p> <p>2/3: No update</p> <p>3/11: Not covered during the meeting</p> <p>5/6: Not covered during the meeting</p> <p>6/10: Not covered during the meeting</p> <p>7/16: Not covered during the meeting</p> <p>8/13: Not covered during the meeting</p> <p>9/17: Covered during the meeting. Andrew to ping Cilley Construction to see if we can get the quote in writing</p> <p>10/15: Covered, but no action on this item.</p> <p>11/12: Not covered during the meeting</p>	February Meeting

			<p>12/10: Andrew to ping Cilley Construction to see if we can get the quote in writing. Do we need to reopen this for assessment to others?</p> <p>1/7: No response from Cilley – Andrew to reach out to others? Maybe talk with Pat?</p>	
11/12/20	Andrew	Annual Report	<p>11/12: This is the standard report that we do every year. Andrew to write this up and sent it out to all of us for review.</p> <p>12/10: Andrew has draft in process. Will look to have the draft out no later than January 6th. It is due on January 10th</p> <p>1/7: Minor adjustments suggested. Will be submitted on the 10th.</p>	February Meeting
12/10/20	Andrew	Master plan prefab building data	<p>12/10: Andrew to send through prefab steel building concepts in a way to reduce cost of a new building at Kiwanis</p> <p>1/7: No update</p>	February Meeting
12/10/20	Andrew	Town that offer a before/after school program	<p>12/10: What other towns offer before and after school programs?</p> <p>1/7: Identified a few. Biggest local one is Southboro and is trying to reach out to them to establish a meeting. Could reach out to Plymouth as well.</p>	February Meeting
12/10/20	Deb	Master Plan Steering Committee	<p>12/10: Reach out to a BOS member to see what we need to do to get started.</p> <p>1/7: we need to go to the Board of Selectman meeting to get this established</p>	February Meeting
1/7/21	Andrew	Lights on the sign at Kiwanis beach road	<p>1/7: Check with the town to see if we can add solar lights</p>	February Meeting
1/7/21	Andrew	Checklist of Master Plan items by site	<p>1/7: Create a checklist of items by site for tracking</p>	February Meeting
11/12/20	Andrew	Camera for upper Kiwanis parking lot	<p>11/12: Andrew to contact Sunset Sound on getting a camera up at the upper lot.</p> <p>12/10: No Update</p> <p>1/7: No Update – will review this in the spring</p>	April Meeting
12/10/20	Andrew	Beach rules signage update	<p>12/10: Pulled from the dog policy at Kiwanis. This is now specific to all Beach rule signage.</p> <p>1/7: Andrew has captured all current signs and is in process of drafting up new sign designs</p>	April Meeting

Closed Action Items listing:

Date Assigned	Owner	Title	Status Update	Closed Date
11/12/20	Andrew	Electronic Gaming / Sports League	11/12: Looking to start up an Electronic sports league. More data needed in the December meeting 12/10: Contract just came in. Will get it over to Derek for approval. 1/7: Registration was opened and closed. Program is off and running.	Closed 1/7/21